

**Village of Weston, Wisconsin  
REGULAR MEETING OF THE PROPERTY & INFRASTRUCTURE  
COMMITTEE**

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**March 7<sup>th</sup>, 2016**

**MEETING PACKET COVER  
SHEET AGENDA ITEM – D.5.**



**Village of Weston, Wisconsin  
OFFICIAL MEETING AGENDA OF THE PROPERTY & INFRASTRUCTURE COMMITTEE**

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**Monday, February 1, 2016, at 4:30 p.m.**

**A. Opening of Session.**

- 1. Meeting called to order by Chairman Ziegler at 4:30 p.m.**
- 2. Clerk will take attendance and roll call.**

**Roll call indicated 5 Property & Infrastructure Committee Members present.**

<u>Member</u>	<u>Present</u>
Ziegler, Jon	Yes
Adams, Neal	Yes
Jensen, John	Yes
Ostrowski, Kevin	Yes
Porlier, Mark	Yes

Village staff present were DPW Keith Donner, Michael Wodalski, Andrew Lynch, and Donna Van Swol. Trustee present was Loren White.

- 3. Request for silencing of cellphones and other electronic devices.**
- 4. Acknowledgment of visitors if any.**

**B. Comments from the Public on Matters Pertaining to Committee Business. None.**

**C. Presentation by Andrew Lynch.**

- 5. Wausau Area bicycle and pedestrian plan, bicycle friendly community designation.** Andrew Lynch showed a power point of a master plan presentation for the Wausau urban area. This is a new bicycle/pedestrian master plan put together by Toole Design Group, LLC. The "Five E's" were looked at (evaluation, engineering, encouragement, education, and enforcement). Crashes were looked at in the area and they did not find anything out of the ordinary. They used a traffic stress model looking at the type of road, the amount of traffic on it, and if a bicyclist and/or pedestrian would choose it as an option. Major roads would be considered high stress whereas a residential road would be considered very low stress. The study included looking at most of the streets in the area as well as bicycle routes from the previous plan. Overall the area is favorable for walking and bicycling. The total cost of implementing the plan would be approximately \$9.8M to \$12.2M the Weston portion would be approximately \$1M to \$1.1M. The Wausau urban area is rated at a bronze level for a bicycle and pedestrian friendly community. The bronze level results from an evaluation by the League of American Cyclists with sidelines for steps to take to get to the next level. Lynch asked the committee to adopt the bicycle and pedestrian plan. Donner added staff would like to review the plan and come back with some possible comments for modifications. The committee thought that the Park and Recreation Committee should review the plan as well and we should get someone from Weston to be a member on the Bicycle and Pedestrian Planning Committee.

**D. Consent Items for Discussion/Action.**

- 6. Approval of previous meeting minutes from 12/07/2015.**

***\*M/S/P Porlier/Jensen: to approve the minutes from the meeting of December 7, 2015 as presented.***

Yes Vote: 5      No Vote: 0      Abstain: 0      Not Voting: 0      Result: Pass

<u>Member</u>	<u>Present</u>
Ziegler, Jon	Yes
Adams, Neal	Yes
Jensen, John	Yes
Ostrowski, Kevin	Yes
Porlier, Mark	Yes

**7. Water/Sewer Permit LCON-1-16-6492.**

***\*M/S/P Adams/Ostrowski: to approve water/sewer permit LCON-1-16-6492.***

Yes Vote: 5   No Vote: 0   Abstain: 0   Not Voting: 0   Result: Pass

<u>Member</u>	<u>Present</u>
Ziegler, Jon	Yes
Adams, Neal	Yes
Jensen, John	Yes
Ostrowski, Kevin	Yes
Porlier, Mark	Yes

**E. Business Items for consideration, discussion, and action.**

- 8. Public Works & Utilities strategic plan.** Donner reported this was brought to the Committee in August of last year. Staff was asking for acknowledgement of the Public Works and Utility portion of the strategic plan. In addition, Public Works has been asked to work out a collaborative effort with the traditional Park and Planning Departments under the Services division of the village. The intent is to be more coordinated in our use of resources. In the village strategic plan, the improvement of aesthetics has been emphasized due to how important that is to residents. The appearance of the parks and public right-of-ways play a large part in this.

***\*M/S/P Ziegler/Adams: to recommend to the Board of Trustees the acknowledgement of the public works and utilities strategic plan.***

Yes Vote: 5   No Vote: 0   Abstain: 0   Not Voting: 0   Result: Pass

<u>Member</u>	<u>Present</u>
Ziegler, Jon	Yes
Adams, Neal	Yes
Jensen, John	Yes
Ostrowski, Kevin	Yes
Porlier, Mark	Yes

- 9. Village official map.** Donner reported as part of our comprehensive planning process one of the elements is putting together an official village map that identifies transportation corridors and other public facilities (e.g. drainage corridors, right-of-way, etc.). The official map is meant to be used as a tool which can be modified over time. Having an official map will give the Village more “teeth” when making land use decisions. There will need to be a public hearing held by the Village Board.

***\*M/S/P Jensen/Adams: to recommend approval of the Village official map and forward to the Plan Commission.***

Yes Vote: 5   No Vote: 0   Abstain: 0   Not Voting: 0   Result: Pass

<u>Member</u>	<u>Present</u>
Ziegler, Jon	Yes
Adams, Neal	Yes
Jensen, John	Yes
Ostrowski, Kevin	Yes
Porlier, Mark	Yes

**10. Frozen service line policy and modified consent/waiver form.** Donner reported we discussed this in March of last year. The preferred method to thaw a service line is using a welder to get a direct current on a metallic service line to generate heat. There have been incidents throughout the state with stray current that may have caused damage to an electrical system, appliances, or starting homes on fire. We have not had incidents like that here, our staff is very careful when utilizing a welder to thaw frozen water service lines. At one time there was a perception that our insurance provider would not cover an incident if a welder was used to thaw a service line. Since then it has been clarified with our insurance provider and they will cover us provided we are using prudent judgement. Attorney Yde said when creating a policy there needs to be some leeway to allow discretion to the Utility Operator so it can't be said that the policy was or was not followed precisely. There are two circumstance the utility would be required to thaw at its expense 1) there was no history to determine where the freeze-up occurred or 2) when it is known to freeze on the utility side (from the water main to the curb stop). Donner recommends we remove from our policy the utility's offer of thawing services at our cost when we know it is not our responsibility. Attorney Yde recommended we update our waiver and indemnification form for the customer to sign, notifying the customer of potential risk there will be for water left on the floor, the possibility of stray current, etc. If they do not sign the waiver it does not necessarily stop us from proceeding, we just need to make them aware of the risks.

***\*M/S/P Porlier/Jensen: to approve waiver and indemnification form for frozen service line policy.***

Yes Vote: 5      No Vote: 0      Abstain: 0      Not Voting: 0      Result: Pass

<u>Member</u>	<u>Present</u>
Ziegler, Jon	Yes
Adams, Neal	Yes
Jensen, John	Yes
Ostrowski, Kevin	Yes
Porlier, Mark	Yes

## **F. Reports.**

### **11. Deputy Director, Public Works.**

- Wodalski reported he hopes to finish the LED light fixtures request for proposal and have information for the next PIC committee meeting.
- Working on fleet software module from Beehive.
- Last Friday Wodalski submitted a Transportation Enhancement grant to the Wisconsin Department of Transportation for the multi-use path along Howland Avenue, Alderson Street and Shorey Avenue.
- Our seventh plow truck should be arriving soon and then the plowing routes will be reconfigured.
- The new brushing equipment was received and it has been utilized for the rural rights-of-way, the Cedar Creek interceptor sewer easement, and along park trails.
- By the end of March staff will be coming to the committee for the replacement of a snow plow truck. Dealers are about 9 – 10 months out for orders.
- The winter parking signs are now up.
- Wodalski is in the process of drafting a new leaf and brush pick-up policy as well as a creating a new map outlining the changes.

- We will have four trucks that will be calibrated for salt to be applied automatically based on the speed of the truck.

**12. Director, Public Works and Utilities.**

- Donner reported later this year we plan to adopt a sewer use ordinance and hopefully work with Schofield due to our interdependency on the Ross Avenue sewer. This year we plan to get a proposal for a condition assessment on the interceptor sewers.
- Staff continues to work with Ehlers on the water utility rate case to submit to the Public Service Commission.
- Donner is working on some final details for the two lift stations Ross Avenue and Mesker/Colleen we identified a parcel we will need to acquire from Old Castle Building Envelope.
- Continue to work on an update to our water main/sewer main extension policy.
- Donner added he and other staff have been recruiting for a couple of new positions, utility operator and public works/park maintainer.

**13. Report from Administrator.** None

**G. Communications and Recommendations from Committee Members.** None.

**H. Set next meeting date and discuss items for next agenda - Monday, March 7 @ 4:30 p.m.**

**I. Adjourn.**

Ziegler adjourned the meeting at 5:25 p.m.

Donna Van Swol, Utility Clerk